















If the previous laundry supervisor did not keep this summary sheet, or did not keep the laundry logs properly, it may make your preparation of the laundry schedule more difficult. In this case, use your past experiences plus other factors that determine laundry scheduling to prepare a workable and effective schedule. You may have to adjust the schedule periodically for smooth operations.

## THE IDEAL LAUNDRY SCHEDULE

The ideal schedule fulfills the laundry requirements aboard your ship. Fulfilling these requirements entails a trial and error period where you adjust the schedule until requirements are met. Since the factors that determine a laundry schedule vary, it is difficult and impractical to give you a schedule; however, we will give you the facts and groundwork for making a schedule.

Some laundries use the daily schedule (fig. 7-3). This type of scheduling allows the bulk lots

to be delivered daily instead of once or twice a week. This is not only an easier way of scheduling operations, but it eliminates the stowage of soiled clothing in the berthing spaces and the odors associated with them. The main problem with the daily schedule is delivery and pickup. You must have complete control of delivery and pickup. As the laundry supervisor, you should have the names of each divisional laundry petty officer to make sure the laundry is picked up and delivered on time. If the laundry is not picked up and delivered by a division daily, you will run into a light load on one day and a heavy load on another day. Laundry that is not picked up daily will eventually become cluttered with soiled laundry and cause an unsanitary condition.

On some ships, the daily schedule may not fit the requirements of the laundry. This may be due to heavy workloads, lack of water, steam, or broken equipment. In any case, you have to prepare a schedule to fit your laundry capabilities. Computing your laundry capabilities can be simplified by using the laundry worksheet illustrated in figure 7-4. Use the following steps when computing your capabilities:

LAUNDRY SCHEDULE	
Monday	Officer All division bulk work Cooks and messcooks Wardroom table linen
Tuesday	CPO All division bulk work Cooks and messcooks CPO table linen
Wednesday	Officer All division bulk work Cooks and messcooks All wardroom linen
Thursday	CPO All division bulk work Cooks and messcooks All CPO linen
Friday	Cooks and messcooks Field day Finish up leftover laundry
Saturday	Closed in port At sea: Cooks and messcooks CPO and officer table linen

Figure 7-3.—Daily laundry schedule.

1. Enter the crew size and multiply by 24 to arrive at how much laundry you should be capable of processing a week.

2. Enter the number of officers and chief petty officers aboard.

3. Enter the number of laundry crew (you should have approximately 1 laundryman for each 75 to 100 crew members).

4. Enter the total number of washer extractors, tumbler dryers, and three press operator stations aboard.

5. Multiply the number of installed washer extractors by their weight capacity. Since the production standard for a washer extractor is one load an hour this figure will tell you how much you can expect to wash in an hour.

6. Multiply that hourly figure by 96 and it will tell you how much you can wash in a 96-hour workweek.

7. Multiply the number of installed dryers by their weight capacity. Since the production standard for a dryer is two loads an hour multiply the figure you arrive at by 2 and this will give you your hourly drying capacities.

8. Multiply this figure by 96 to arrive at your drying capabilities for a 96-hour workweek.

9. Since the production standard for a three-press operator station is 20 shirts or trousers per hour, multiply the number of three-press



## LAUNDRY SCHEDULE WORKSHEET

### A. INFORMATION

1. Crew size \_\_\_\_\_
2. Officers \_\_\_\_\_
3. CPOs \_\_\_\_\_
4. Size of laundry crew \_\_\_\_\_
5. Total washer extractors \_\_\_\_\_
6. Total tumbler dryers \_\_\_\_\_
7. Total three-press operator stations \_\_\_\_\_

### B. WORKLOAD PER 96-HOUR WORKWEEK

1. Crew size \_\_\_\_\_ times 24 lb equals the pounds per week \_\_\_\_\_

### C. WASHING CAPABILITIES

1. Number of washer extractors \_\_\_\_\_ times the weight capacity \_\_\_\_\_ equals the amount of clothes washed per hour \_\_\_\_\_
2. 96 times the amount of clothes washed per hour \_\_\_\_\_ equals the total washing capability for a 96-hour workweek of \_\_\_\_\_

### D. DRYING CAPABILITIES

1. Number of tumbler dryers \_\_\_\_\_ times the weight capacity \_\_\_\_\_ times 2 equals the amount of clothes dried per hour \_\_\_\_\_
2. 96 times the amount of clothes dried per hour \_\_\_\_\_ equals the total drying capability for a 96-hour workweek of \_\_\_\_\_

### E. PRESSING CAPABILITIES

1. Number of three-press operator stations \_\_\_\_\_ times 20 equals the total amount of shirts or trousers you can press per hour of \_\_\_\_\_
2. 96 times the amount of shirts or trousers pressed per hour \_\_\_\_\_ equals the total pressing capabilities for a 96-hour workweek of \_\_\_\_\_

### F. COMPUTING POUNDS OF LAUNDRY PER DAY

1. The total pounds per week of \_\_\_\_\_ divided by the number of days the laundry works per week of \_\_\_\_\_ equals the total pounds you can expect per day of \_\_\_\_\_

### G. COMPUTING THE TOTAL NUMBER OF SHIRTS AND TROUSERS PRESSED PER WEEK

1. Total officers and CPOs on board \_\_\_\_\_ times 6 equals the total amount of shirts or trousers pressed per week of \_\_\_\_\_

Figure 7-4.—Laundry worksheet.

operator stations by 20. This figure tells you how much you can press per hour.

10. Multiply this hourly total by 96 and it will give you your pressing capabilities for a 96-hour workweek.

11. Determine your daily workload by taking the total pounds done in a week (24 times crew

size) and divide it by the number of days your laundry works a week.

12. Determine your pressing requirements by multiplying total officers and CPOs by 6 to arrive at the approximate total of shirts and trousers you will press in a week.

Follow the steps in figures 7-5 and 7-6 (use these figures for examples only) and see how the

### LAUNDRY SCHEDULE WORKSHEET

#### A. INFORMATION

1. Crew size 1,500
2. Officers 100
3. CPOs 150
4. Size of laundry crew 15
5. Total washer extractors 6
6. Total tumbler dryers 8
7. Total three-press operator stations 5

#### B. WORKLOAD PER 96-HOUR WORKWEEK

1. Crew size 1,500 times 24 lb equals the pounds per week 36,000

#### C. WASHING CAPABILITIES

1. Number of washer extractors 6 times the weight capacity 100 equals the amount of clothes washed per hour 600
2. 96 times the amount of clothes washed per hour 600 equals the total washing capability for a 96-hour workweek of 57,600

#### D. DRYING CAPABILITIES

1. Number of tumbler dryers 8 times the weight capacity 50 times 2 equals the amount of clothes dried per hour 800
2. 96 times the amount of clothes dried per hour 800 equals the total drying capability for a 96-hour workweek of 76,800

#### E. PRESSING CAPABILITIES

1. Number of three-press operator stations 5 times 20 equals the total amount of shirts or trousers you can press per hour of 100
2. 96 times the amount of shirts or trousers pressed per hour 100 equals the total pressing capabilities for a 96-hour workweek of 9,600

#### F. COMPUTING POUNDS OF LAUNDRY PER DAY

1. The total pounds per week of 36,000 divided by the number of days the laundry works per week of 5 equals the total pounds you can expect per day of 7,200

#### G. COMPUTING THE TOTAL NUMBER OF SHIRTS AND TROUSERS PRESSED PER WEEK

1. Total officers and CPOs on board 250 times 6 equals the total amount of shirts or trousers pressed per week of 1,500

Figure 7-5.—Laundry worksheet (example).

### LAUNDRY SCHEDULE (Example Only)

Day of the week	Division	Total personnel	Times	lb per wk	Total
Monday	Officer	100	×	12	= 1,200
	Division B	100	×	24	= 2,400
	Division C	100	×	24	= 2,400
	Division A	50	×	24	= 1,200
	Total				<u>7,200</u>
Tuesday	CPOs	150	×	12	= 1,800
	Division D	100	×	24	= 2,400
	Division E	50	×	24	= 1,200
	Division F	50	×	12	= 600
	Division G	50	×	24	= 1,200
	Total				<u>7,200</u>
Wednesday	Division I	100	×	24	= 2,400
	Division J	100	×	24	= 2,400
	Division L	100	×	24	= 2,400
	Total				<u>7,200</u>
*NOTE: Light load this day. Field day should be done.					
Thursday	Officer	100	×	12	= 1,200
	Division O	100	×	24	= 2,400
	Division H	50	×	24	= 1,200
	Division K	50	×	24	= 1,200
	Division R	50	×	24	= 1,200
	Total				<u>7,200</u>
Friday	CPOs	150	×	12	= 1,800
	Division F	50	×	12	= 600
	Division M	50	×	24	= 1,200
	Division N	50	×	24	= 1,200
	Division P	50	×	24	= 1,200
	Division Q	50	×	24	= 1,200
	Total				<u>7,200</u>

\*Note: Officer, CPO, and Division F are delivered twice a week. Split the 24 pounds per person per week up when computing these.

### USS NEVERSAIL (CGN-6)

#### DIVISIONAL BREAKDOWN

#### NUMBER OF PERSONNEL IN EACH DIVISION

Division A	50
Division B	100
Division C	100
Division D	100
Division E	50
Division F	50
Division G	50
Division H	50
Division I	100
Division J	100
Division K	50
Division L	100
Division M	50
Division N	50
Division O	100
Division P	50
Division Q	50
Division R	50
CPO	150
Officer	100
TOTAL CREW	1,500

**Figure 7-6.—Laundry schedule (example).**

laundry schedule is computed on a ship with 1,500 crew members. Your weekly workload is 36,000 pounds and your daily workload is 7,200 pounds. You are well within your laundry capabilities because your laundry can wash and dry more than 36,000 pounds in a 96-hour workweek. Therefore, your workweek will be considerably less than 96 hours. Your pressing capabilities are also more than adequate.

Now that you have determined your laundry capabilities, your next step would be to determine the number of personnel in each division. This may be a difficult task on a ship as large as a carrier. The best thing to do is schedule a meeting of all divisional laundry petty officers and let them know you are preparing a new laundry schedule and that you will need to know the total number of personnel in each division. Give them a deadline for giving you this information so time won't be wasted. The divisional laundry petty officer may obtain the total number of personnel in each division from the divisional mustering petty officer.

Once you receive the information from all the divisional laundry petty officers, list the divisions and the number of personnel in each division as shown in figure 7-6. Multiply the number of personnel in each division by 24 and this will give you an estimate of the total pounds of laundry you will receive from that division per week. Beginning with Monday, insert a combination of bulk and individual lots until you come close to your daily workload of 7,200. Since officer and CPO laundry is delivered twice a week, you will multiply the number of officers or CPOs by 12 instead of 24 as shown in figure 7-6. Divisional laundry can be done in this fashion also. Look at Division F in figure 7-6. Notice how Division F's laundry is delivered twice a week instead of once. In this case, multiply the total number of personnel in Division F by 12 instead of 24 on the days they will deliver their laundry. Continue the process of inserting divisions in one of the days until all bulk and individual lots are accounted for and you have your laundry schedule.

Your laundry schedule should show such things as (1) type of lot, (2) individuals and groups to whom the lots belong, (3) personnel who deliver the lots, (4) day and hour of delivery, and (5) hour of pickup. Your schedule should also include accompanying instructions showing method of delivery, services rendered, and any other information necessary.

Aboard ship in port, you can normally expect a workload that is equal to one-half of your

underway workload. Changing conditions such as underway periods should have a limited effect on your laundry schedule when the above scheduling method is used.

## **DAMAGE TO LAUNDERED ITEMS**

As the laundry supervisor, familiarize yourself with the causes of clothing damage and take preventive measures to eliminate these causes. Careful attention to detail will eliminate claims for damage to clothing in the laundry. Many reasons why clothing is damaged in the laundry are listed below:

- Not conforming to the Navy wash formulas
- Using the washer extractor in manual mode instead of automatic
- Overloading washers and dryers
- Not sorting clothes properly
- Overextracting clothing in the washer/extractor
- Water temperature set too high
- Water levels too low
- Overdrying
- Items such as pens, gum, and so forth, left in pockets of shirts or pants
- Burning or scorching clothing on presses
- Pressing clothing that is too wet
- Dryer fires
- Improper padding of presses

## **DAMAGE TO CLOTHING DURING THE RECEIVING PROCESS**

During the receiving process many problem areas can be identified and corrected before routing lots to the wash deck. After properly identifying all clothing as discussed in *Ship's Serviceman Third Class*, NAVEDTRA 10176, you should quickly check all pockets of the shirts and

trousers for foreign objects. Although it is the responsibility of the crew member to remove all foreign objects from the pockets, some may forget to check. An ink pen left in a pair of trousers can cause havoc in a washer or dryer and result in a large laundry claim. Conducting this inspection on individual lots may be practical but, due to time constraints and lack of manpower, it is impractical for laundry personnel to check every piece of clothing in larger bulk lots. A note should be placed in the Plan of the Day (POD) aboard ship asking crew members to check their pockets carefully for foreign objects before sending their clothes to the laundry to eliminate chances of damage during the laundering process. This note should be inserted in the Plan of the Day periodically to remind crew members.

The receiving laundryman is also tasked with the job of classifying all clothing according to color, fiber content, and degree of soiling. He or she should separate colors from whites to prevent color transfer, and always separate heavily soiled items from lightly soiled items to prevent the further deposition of soil on garments, causing them to look gray or dull. Laundry personnel should also check all individual lots and make sure there are no colored items mixed with whites in the laundry net bags. Laundry net bags should not be overstuffing or they will not wash properly due to lack of mechanical action. Net bags delivered to the laundry overstuffing should be split into two laundry net bags.

## **DAMAGE TO CLOTHING ON THE WASH DECK**

The majority of clothing damage occurs on the wash deck; however, with proper receiving procedures many of these problems can be eliminated. Navy wash formulas must be posted on the wash deck and followed. The Navy wash formulas I through III are shown in figures 7-7 through 7-9. The proper use of these formulas will eliminate the majority of the problems on the wash deck.

Although the washer extractor can operate in the manual mode, always use it in the automatic mode. The Navy wash formulas and washer extractor were designed for operating in the automatic mode and not manual mode. Manual operation leads to an unsanitary wash and poor quality of the finished product. Mechanical problems may also occur during the manual mode when the extractor motor is energized before all the water is drained from the wash drum.

If the washer extractor is extracting properly, it removes all water from clothing except for an amount equal to 55 percent of the dry weight of the laundry. If the clothing is underextracted, there will be an increase in drying time and work backlog will occur. On the other hand, overextraction causes severe wrinkling in clothes that will make pressing difficult.

**NOTE:** Laundry supervisors should make sure operating instructions for the washer extractor in automatic mode are posted on the wash deck for all personnel to read and follow.

Do not exceed the manufacturers' load limits for equipment. An overloaded washer extractor will not wash or extract properly. Washer extractors with three pockets should be loaded to make sure equal weight is distributed in each pocket. Clothes should be weighed properly before reaching the wash deck to eliminate any problems in loading. Synthetic, synthetic blends, and certified Navy twill should be loaded at rated capacity of the washer extractor. This will improve mechanical action for a better wash and help to avoid wrinkling.

## **Two-Shot Detergent**

The new two-shot detergent consists of a detergent and oxygen-based bleach. Since it comes premixed the laundryman does not have to measure chemicals. The two-shot detergent is safe for use on all fabrics, finishes, or colors. At the time of the writing of this manual, limited information was available on the effects of the two-shot detergent in the laundering process. As information is released and military specifications are prepared, new information will be available.

## **Sour**

Sour is used to brighten and freshen the clothes. Sour does this by neutralizing remaining alkalies and dissolving iron and other metallic salts that cause rust or a yellow discoloration. If you omit sour from your wash load, the clothes may become yellow or dull looking when you dry or iron them. Undersouring gives incomplete neutralization of the alkali; oversouring can cause clothing to stick to press heads and flatwork ironers.

Souring on the last rinse removes sodium bicarbonate, which the rinse water normally contains. Sour usually does not injure the fabric.

**NAVY WASH FORMULA I**  
**HIGH TEMPERATURE FORMULA (160°F) WITH OXYGEN BLEACH**  
CLASSIFICATION: White and Colorfast Cotton, Synthetic and Blended Fabrics (White Certified Navy Twill Uniform Items)

Step	Notes	Operation	Cycle Time (Minutes)	Water Temp (Degrees Fahrenheit)	Water Level (Inches)	Supplies (100-lb Basis)
1	A	Break/suds	10	160	4	16 oz detergent/ oxygen bleach
2		Drain	1			
3		Flush/suds	6	160	4	
4		Drain	1			
5		Spin	1			
6		Rinse	3	160	4	
7		Drain	1			
8		Rinse	3	160	4	
9		Drain	1			
10	B	Sour	4	130	4	2.0 oz sour bacteriostat 12 oz instant starch
11		Drain	1			
12		Final Spin	4			

A. Detergent bleach may be added directly to the wash once water level has been reached.

B. Add starch and run for 10 minutes in the manual mode when starch is required.

FOR SEAWATER WASHING

1. Use seawater in steps 1 and 3. Detergent bleach should be increased to 20 ounces.
2. Use fresh water in steps 6, 8, and 10.

Figure 7-7.—Navy wash formula I.

**NAVY WASH FORMULA II**  
**HOT FORMULA (140°F) WITH OXYGEN BLEACH**  
CLASSIFICATION: Colored Cotton, Synthetic and Blended Fabrics (Khaki Cotton, Certified Navy Twill & Blend Dungarees)

Step	Notes	Operation	Cycle Time (Minutes)	Water Temp (Degrees Fahrenheit)	Water Level (Inches)	Supplies (100-lb Basis)
1	A	Break/suds	10	140	4	16 oz detergent/ oxygen bleach
2		Drain	1			
3		Flush/suds	6	140	4	
4		Drain	1			
5		Spin	1			
6		Rinse	3	140	4	
7		Drain	1			
8		Rinse	3	140	4	
9		Drain	1			
10	B	Sour	4	120	4	2.0 oz sour bacteriostat 12 oz instant starch
11		Drain	1			
12		Final Spin	4			

A. Detergent bleach may be added directly to the wash once water level has been reached.

B. Add starch and run for 10 minutes in the manual mode when starch is required.

FOR SEAWATER WASHING

1. Use seawater in steps 1 and 3. Detergent bleach should be increased to 20 ounces.
2. Use fresh water in steps 6, 8, and 10.

Figure 7-8.—Navy wash formula II.

**NAVY WASH FORMULA III  
LOW TEMPERATURE FORMULA**

CLASSIFICATION: Woolens, Synthetics, Cotton Blends, and Nonfast Colors

Step	Notes	Operation	Cycle Time (Minutes)	Water Temp (Degrees Fahrenheit)	Water Level (Inches)	Supplies (100-lb Basis)
1	A	Break/suds	5	100 to 120	9	14-16 oz detergent/ oxygen bleach
2		Drain	1			
3		Flush/suds	5	100	9	4 oz detergent if required
4		Drain	1			
5		Spin	1			
6		Rinse	3	90	9	
7		Drain	1			
8		Rinse	3	90	8	
9		Drain	1			
10		Sour	4	90	8	1.0 oz sour
11		Drain	1			
12		Final Spin	4			

A. Detergent bleach may be added directly to the wash once water level has been reached. Detergent amounts are based on a 100-lb basis and must be adjusted according to the size of the washer extractor used.

FOR SEAWATER WASHING

1. Use seawater in steps 1 and 3. Detergent bleach should be increased to 20 ounces.
2. Use fresh water in steps 6, 8, and 10.

Figure 7-9.—Navy wash formula III.



However, when subject to the heat of presses or the flatwork ironer, sour is converted to sodium carbonate that causes damage to the clothing. Do not rinse the clothes after you use sour.

### **Starch**

Starch is designed to give body to and improve the feel of the fabric. It is used on cotton fabrics, but it should never be used on synthetics, synthetic blends, or certified Navy twills (CNTs). The Navy wash formula should show the amount of starch to use on clothing. Do not overuse or underuse starch. If overstarched, clothing will become too stiff. If understarched, clothes will look wrinkled after they are pressed. Overusing starch also causes spotting during pressing. Always drain starch out of the washer extractor while it is running to prevent starch from settling on the top of the load.

### **DAMAGE TO CLOTHING DURING THE DRYING CYCLE**

Most damage that occurs to clothing during drying can be eliminated with proper supervision, training, and attention to detail. The major causes of damage to clothing during the drying cycle include the following:

- Incorrect temperature settings
- No cool-down period
- Overdrying
- Overloading or improperly loading the dryer
- Lack of training in the proper operation of the dryer

As a supervisor, make sure all laundry personnel follow the safety precautions and operating instructions outlined below and discussed in *Ship's Serviceman Third Class*, NAVEDTRA 10176, and the equipment technical manual.

Set the temperature controls on the dryer between 140 to 160 degrees. When drying different types of clothing, you should keep a close watch on the temperature gauges to make sure the dryers do not overheat. Set the timer on the dryer for 20 to 25 minutes and cool-down time for 10 to 15 minutes so the alarm will sound to alert you

to check the load. Do not overload the tumbler dryer so that adequate tumbling action is allowed for wrinkle removal. Drying time varies with the clothing mix and size of load, but items containing synthetics or a high percentage of synthetic blends dry much faster than (similar) 100 percent cotton items.

Do not overload dryers. Overloading dryers only extends drying time and causes overdrying. Always separate lightweight items from heavy items. Lighter weight items in an overloaded dryer have a tendency to dry quickly. By the time your heavier items are dried, your lighter items may be at the point of combustion.

Hang dry dungaree shirts that have freshly ironed-on patches. When the ink from these freshly ironed-on patches comes in contact with dryer heat, it becomes a sticky solution that imprints on other clothing in the dryer. However, the patch ages after a couple of washes and can be dried in the normal manner. Do not dry the shirt separately or the ink will ruin the shirt itself.

### **LAUNDRY DRYER FIRES**

Laundries aboard ship are not normally seen as a major fire hazard, but they are just as hazardous as other spaces aboard ship. Clogged lint filters, unattended clothes in the dryers, faulty thermostats and timers, lack of PMS, and operator error are some of the causes of laundry dryer fires.

Laundry dryer fires can have effects far beyond a load of scorched and burned clothes. Vital electrical, piping, and ventilation systems can be damaged, jeopardizing a ship's safety and degrading its mission capability. While the ship undergoes repairs, operational plans and schedules are disrupted.

The principal cause of shipboard laundry fires is spontaneous combustion of residual soil in clothing (particularly paint and drying edible oils) and/or polymeric elastic waistband materials. In the majority of fires, the Navy reports clothing or linen has been left in the dryer unattended. The reason for this is that, in each case, the laundry personnel have not followed proper procedures. A Prevent Laundry Dryer Fires laminated placard will be placed on the front of each dryer. These placards are available from local servmarts or from the supply system. To prevent laundry fires, you should make sure all laundry personnel understand the information contained on this placard and follow the safety precautions outlined in the *Ship's Serviceman Third Class*, NAVEDTRA 10176.

## DAMAGE TO CLOTHING DURING PRESSING

Improper padding on presses is the major cause of damage to clothing on the press deck. The supply department is responsible for padding these presses. The laundry supervisor should be actively involved in the maintenance operations to make sure the adjustment on these presses meets laundry requirements. Time should always be allowed for the planned maintenance of all equipment. Laundry requirements for press head pressure is discussed in *Ship's Serviceman Third Class*, NAVEDTRA 10176.

Never allow the press head to remain on the clothing too long. A one-operator station consists of two 54-inch presses and one 36-inch press. This allows the operator between 20 to 30 seconds between lays depending on the laundryman's ability. A laundryman should not try to operate more than one operator station at a time.

Clothes that are properly washed eliminate most chances of scorching during pressing. Improperly washed clothes may scorch because of chemicals left on the garments after extraction. The supervisor should make sure clothes are properly washed and extracted before delivering them to the press deck.

Laundry personnel are responsible for changing pads and covers on the presses. Improper padding of presses can cause broken buttons and a dull-looking product after pressing. The presses should be padded according to the instructions in *Ship's Serviceman Third Class*, NAVEDTRA 10176. If proper padding does not eliminate the broken button problem, have the engineering department check the head

adjustments. You can check the adjustment of the press by placing a bed sheet in it, leaving a portion of the sheet exposed. Close the press, and then try to pull the sheet out of the press. The sheet should not slip out; it should remain contained in all areas.

Items that normally require dry cleaning should not be pressed on a hot head press, but on a dry-cleaning press with an air vacuum. If you do not have a dry-cleaning press, give the item a light drying and promptly remove it from the dryer and hang it. Usually, these types of clothing are suitable for wear without pressing.

Always be sure that there are no foreign articles in the clothing. Foreign articles may possibly make their way through the receiving, washing, and drying process without being noticed. If the clothing is pressed with gum, hard candy, and so forth, in the pockets, it will cause stains that may never be removed. If stains do occur, use the stain removal procedures as outlined in *Ship's Serviceman Third Class*, NAVEDTRA 10176.

Remember, damage to clothing during pressing may be caused by the following conditions:

- Improper adjustment of press heads
- Unclean press heads
- Press head on fabric too long
- Improper washing or extraction
- Improper padding on presses
- Foreign articles left in clothing

## APPENDIX I

# GLOSSARY

**ACCOUNTABILITY**—The personal obligation on the part of the ship's store officer to render an accounting of ship's store property and funds.

**ACCOUNTABLE OFFICER**—The ship's store officer.

**ACCOUNTING PERIOD**—Any period for which returns must be submitted. It is normally a 4-month period ending 31 January, 31 May, and 30 September.

**ADJUSTMENT INVOICE**—A document used to correct receipt documents previously transmitted to one of the fleet accounting and disbursing centers that was found to be incorrect after being transmitted and the mistake was in excess of 10 dollars.

**ADVANCE RECORDING**—The process by which the responsible custodian will prelist required information on the Inventory Count Sheet, NAVSUP Form 238, before inventory.

**APPROPRIATION**—An authorization by an act of Congress to incur obligations for specific purposes and to make payments out of the Treasury.

**BACKUP**—The process of saving data on the ROM system files using a streamer tape or floppy diskettes.

**BASIC STOCK ITEMS**—Those items listed in the current *Consolidated Afloat Requisitioning Guide Overseas* (CARGO), NAVSUP Pub 4998, chapter II. These items are considered the most popular and essential items of ship's store stock and should be stocked at all times.

**BREAKBACK**—A transfer of an item from a sales outlet back to the bulk storeroom.

**BREAKOUT**—A transfer of material from the bulk storeroom to a sales outlet or service activity.

**BULK SALE**—A sale made at cost to an activity authorized to buy in this manner.

**BULK SALESROOM**—A separate cash sales unit established in a bulk storeroom from which bulk sales are made.

**BULK STOREROOM**—A main storage facility for all or part of the stock in a ship's store operation. No sales are made from a bulk storeroom.

**BULK STOREROOM CUSTODIAN**—A person in charge of a bulk storeroom. In separate responsibility operations, the custodian is responsible for the stock by quantity on individual stock records.

**CANCELLATION**—A total or partial discontinuance of supply action requested by the requisitioner and confirmed by the supplier.

**CASH COLLECTION AGENT**—An officer or enlisted person designated in writing by the ship's store officer to collect and deposit all cash received from sales in the ship's store.

**CASH TOTALIZER**—A device installed on the inside of vending machines that totals the cash received.

**CHANGE FUND**—Official funds that are entrusted to the custody of an officer or enlisted person by the disbursing officer to use for change in one of the sales outlets in the ship's store.

**CLASS NUMBERS**—Six-digit numbers assigned to different categories of ship's store stock for the purpose of easy identification.

**CLOSEOUTS**—A process completed at the end of each accounting period on the ROM system to update all applicable ship's store records.

**CLOTHING ITEMS**—Standard Navy clothing items.

**COGNIZANCE SYMBOL**—A two-character symbol that designates the store's account in which material is carried and the responsible inventory control point.

**COMBINED RESPONSIBILITY OPERATION**—A ship's store operation in which one person is responsible for both a sales outlet and the bulk storeroom that supplies that outlet.

**COMPOSITE RECREATION FUND**—A fund in which a ship without a ship's store shares in the profits of the supporting ship's store. For example, an SSN/SSBN supported by an AS receives a share of the ship's store profits from the AS to be used as the SSN/SSBN's recreation fund.

**CONSTANTS**—Data maintained in a central file on the ROM system that is used repetitively to produce various reports and forms.

**COST ITEM**—An item of ship's store stock carried for ultimate issue as cost of operations and cost of sales.

**COST OF OPERATIONS ISSUE**—An expenditure of stock for ultimate consumption in a ship's store activity.

**COST OF OPERATIONS ITEMS**—Cost items carried for ultimate issue to ship's store activities and for which cash is not ultimately received.

**COST OF SALES ITEMS**—Cost items carried for issue to a sales outlet. Cash is ultimately received for cost of sales items. They differ from retail items in that further processing is required before sale.

**COST PRICE**—The price at which an item is received from the supplier. Standard Navy clothing is sold and issued at cost price. Cost of operations items are issued at cost price.

**CREDIT MEMORANDUM**—A document received from a vendor that gives credit to a ship for merchandise returned to the vendor.

**CUSTODIAN (RESPONSIBLE CUSTODIAN)**—A person held responsible for the operation of a sales outlet and strict custody of the material used in it.

**DEALER'S BILLS**—Invoices issued by the dealer to the paying activity charging for material received or services rendered.

**DEFECTIVE MERCHANDISE**—Ship's store merchandise that does not work or do what it was intended to do because of default in design or damage.

**DEPARTMENT CODE**—A code by which ship's store merchandise is identified by categories; listed in appendix B of the ROM TUG.

**DISHONORED CHECK**—A personal check returned to the disbursing officer by a bank or institution due to insufficient funds; it is charged as an operating expense of the ship's store.

**DISPROPORTIONATE DIFFERENCE**—An excessive difference in the ship's store that has not been resolved; exceeds \$2,250 or 3 percent of sales, whichever is greater.

**DIVISIONAL LAUNDRY PETTY OFFICERS**—Petty officers assigned by their respective divisions whom the laundry supervisor can contact for delivery or pickup of bulk divisional laundry or for resolving problems concerning the laundry.

**EMBLEMATIC ITEMS**—Items bearing the ship's identification (such as ball caps, belt buckles, t-shirts, lighters, mugs, and so forth). Since these items have the ship's identification on them, they have no sales potential for another ship. Procurement, therefore, must not exceed 90 days' anticipated sales.

**EXCESSIVE DIFFERENCE**—The condition that exists when the total inventory dollar value difference between financial control records and the physical inventory exceeds \$750 or 1 percent of total sales, whichever is greater.

**EXPENDITURE**—The removal of stock from the accountability of a ship's store officer.

**FRAUD**—Any theft of funds or merchandise, or a change of official records by an accountable officer or responsible individual in the ship's store operation.

**FUNCTION**—A particular process in the ROM system that affects ship's store records.

**GROUP SALE**—A sale of merchandise to a group in which several individual orders have been consolidated. A group sale is made when individual sales to personnel cannot be made.

**HEALTH AND COMFORT ISSUES**—The provision of toilet goods, tobacco, clothing items, and other necessities required for the health and well-being of personnel without sufficient funds to purchase them.

**HIGH LIMIT**—The maximum quantity of material to be maintained on hand and on order to sustain current operations. It includes the sum of stocks represented by the operating level, the safety level, and order and shipping time (equivalent to requisitioning objective).

**INTRASTORE TRANSFER**—A movement of material from the responsibility of one sales outlet operator to that of another.

**INVENTORY AFFIDAVIT**—A certification signed by the responsible custodian and ship's store officer stating that the inventory is accurate and complete to the best of their knowledge and belief.

**INVENTORY CONTROL RECORD**—A record used by the ship's store officer to plan and manage the ship's store inventory by making sure inventory limits for ship's store and standard Navy clothing stock are not exceeded; prevents overbuying and underbuying.

**INVENTORY LIMITATIONS**—The maximum dollar value of ship's store stock that can be carried, at cost price, during any one month.

**INVENTORY SUMMARY SHEET**—A record used to consolidate all Inventory Count Sheets, NAVSUP Form 238, for each individual space.

**INVOICE**—An itemized list of material or services rendered or received, including quantities, prices, and so forth.

**ISSUE**—An expenditure of stock for some further purpose. Issues reduce accountability.

**LAYOUT SKETCH**—Sketch of each sales outlet and bulk storeroom prepared by the ship's store officer including each bin, shelf, showcase, and so forth, in each space identified by a number.

**LOW LIMIT**—The stock position that signals the need to start replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time (equivalent to reorder point).

**MANUFACTURED ITEMS**—Items sold in the snack bar that require further processing by the snack bar operator before they are sold to the customer.

**MARKDOWN**—A voluntary reduction in the selling price of an item. There are three types of markdowns: markdowns below cost, markdowns to zero, and retail markdowns.

**MARKDOWN BELOW COST**—A voluntary reduction in the selling price of an item below its original cost price.

**MARKDOWN TO COST**—A type of retail markdown in which the selling price of an item is reduced so that it is equal to its cost price.

**MARKDOWN TO ZERO**—An expenditure of stock through a price change that reduces the value of the item to zero.

**MARKON**—Any voluntary increase in the established selling price of an item.

**MARKUP**—The difference between the cost price and selling price of a retail item.

**MONETARY**—A term used in the ship's store operation referring to money.

**OPTAR**—Operating target. Obligation authority granted by type commanders to ships and commands under their control to cite their allotment in procuring materials and services. Instructions and limitations are provided by each type commander.

**OVERRING**—An incorrect higher price for an item rung up on a cash register.

**PARTIAL SHIPMENT**—A situation that occurs when the quantity ordered on the purchase document is not all received at the same time.

**PHYSICAL INVENTORY**—The process of identifying, counting, and evaluating all stock on hand at a specific time.

**PRICE MANIPULATION**—A change in the price of an item of ship's store stock by unlawful means to one's own advantage.

**PROCUREMENT**—The act of obtaining materials or services.

**PROFIT**—The amount of money remaining after all expenses and costs have been paid.

**PURCHASE ORDER**—An order for material that also establishes a one-time contract. An item ordered from the *Ship's Store Afloat Catalog* is procured via a purchase order.

**RECEIPT**—The acceptance of the quantity and quality of material for accountability purposes.

**RECEIPT INSPECTOR**—An officer or enlisted person given the authority to receive, identify, and inspect incoming ship's store stock. This authority to do this is given in writing by the ship's store officer.

**RECORDSKEEPER**—A person in charge of keeping ship's store records.

**REFUND**—Cash given back to a customer in exchange for merchandise that was previously bought from a sales activity.

**REQUISITION**—An order for material from a government source; for example, other supply officers, another ship's store, or a shore supply support activity.

**RESALE ACTIVITY**—A sales outlet.

**RESPONSIBILITY**—The obligation to exercise care, custody, and protection of ship's store money and materials.

**RETAIL ITEM**—Any item sold in its original form in exchange for cash.

**RETAIL MARKDOWN**—A voluntary price reduction in the retail price of an item to a price above or equal to its original cost price.

**RETAIL PRICE**—The price at which an item other than standard Navy clothing and cost of operations items is sold or issued.

**RETAIL STORE**—A sales outlet where retail items are sold.

**RETAIL STORE OPERATOR**—The person in charge of a retail store. For combined responsibility operations, it also refers to the custodian of a retail store and the bulk storeroom that provides supplies for that store.

**REVALUATION BY SURVEY**—A procedure for lowering the price of an item by a survey of money value only.

**SALE**—Any expenditure of stock for which cash is received. Accountability is unchanged by a sale.

**SALES OUTLETS**—Retail stores, vending machines, amusement machines, and standard Navy clothing stores.

**SEPARATE RESPONSIBILITY OPERATION**—An operation in which two or more persons are responsible for the operation of a sales activity and the bulk storeroom that supplies that activity.

**SERVICE ACTIVITY**—A ship's store facility that renders a service. The barbershop, laundry, and dry-cleaning plant are service activities.

**SERVICE DESIGNATOR CODE**—A one-letter code used to designate whether the activity is a Pacific Fleet operating unit, an Atlantic Fleet operating unit, or an activity other than the Pacific and Atlantic operating units.

**SHIP'S STORE**—The sales outlets and service activities on board a ship.

**SHIP'S STORE AFLOAT CATALOG**—Catalog containing luxury and semiluxury items. It is published and maintained by NAVRESSO.

**SHIP'S STORE CONTRACT BULLETIN**—Catalog containing basic staple-type items required to support the needs of the crew. It is published and maintained by NAVRESSO.

**SHIP'S STORE OFFICER**—The officer in charge of the ship's store operation aboard a ship. The ship's store officer is the accountable officer.

**SNACK BAR**—A sales outlet where ice cream products, drinks, and retail snack items such as candy and cookies are sold.

**SNACK BAR OPERATOR**—The person in charge of the snack bar.

**SPECIAL ORDER**—The procurement and sale of a retail item to a specified individual who has ordered the item. The item is sold through a retail store, but is not carried as stock.

**SPOT INVENTORIES**—Inventories of selected items in the bulk storeroom taken at unannounced times for the purpose of ensuring that inventory accuracy of the bulk storeroom is maintained at 100 percent.

**STANDARD NAVY CLOTHING ITEMS**—Items authorized in the Navy Clothing Price List for Men and Women, NAVRESSO Pub 90.

**STANDARD PRICE**—The price at which an item of standard Navy clothing is bought and sold.

**STANDARD PRICE ADJUSTMENT**—An involuntary price change on stocked standard Navy clothing due to a change on standard prices prescribed in the Navy Clothing Price List for Men and Women, NAVRESSO Pub 90.

**STOCK CONTROL**—The means by which the monetary and physical movement of all stock within the ship's store operation is controlled.

**SURVEY**—An expenditure of stock for immediate disposal. Surveys reduce accountability.

**TRANSFER**—The movement of stock from the accountability of one ship's store officer to that of another.

**TRANSMITTAL**—A group of documents or records sent to another naval activity for information or action.

**VENDING MACHINE**—A sales outlet where canned or cup-type drinks, candy, cookies, cigarettes, and other retail items are sold.

**VENDING MACHINE CUSTODIAN**—The person in charge of the vending machine operation.

**VISUAL MERCHANDISING**—The display of merchandise in ship's store activities. Rotation and arrangement of stock, lighting, and signing help increase saleability.





## **APPENDIX II**

# **STANDARDS OF CONDUCT**

This appendix was developed using the information already in appendix E of NAVSUP P-487 on the standards of conduct. The material was developed into a training format to make it easier for you to read and understand. Appendix E of NAVSUP P-487 was developed to emphasize the requirement that all ship's store personnel adhere to the standards of conduct contained in DOD Directive 5500.7 and SECNAVINST 5370.2. This appendix is not intended to replace or modify the above instructions or material.

### **DEPARTMENT OF DEFENSE STANDARDS OF CONDUCT**

The Department of Defense (DOD) standards of conduct describes the relationship between ship's store personnel and vendors. All ship's store personnel must observe the highest ethical standards when dealing with vendors. In all areas of the ship's store operation, equal treatment must be given to all vendors and suppliers. Ship's store personnel should be aware that it is strictly forbidden to accept gratuities, gifts, prizes, and so forth, from vendors or to give preferential treatment to vendors in regard to procurement, distribution, stocking, display, or resale of their products.

As a Ship's Serviceman, you must understand that your actions and the decisions you make are closely watched by people in and out of the government. Even though a conflict of interest does not exist in your dealings, you must avoid even the appearance of such a conflict existing in the public's eyes. For example, being hospitable to a friend may be inappropriate if the friend is a contractor's representative and the contractor is involved in an official matter with your command or an official matter that is expected to arise on which you may have to make a decision. This is an example of conflict of interest because your decision on this official matter may be swayed by your friendship with the contractor's representative.

### **SHIP'S STORE POLICY**

Ship's store policy is firm and to the point. Any ship's store personnel who solicit, accept, or agree to accept gratuities in any form from vendors or suppliers or anyone else who deals with the ship's store either directly or indirectly is subject to disciplinary action or, in some cases, criminal prosecution.

Ship's store personnel will also not give preferential treatment to vendors, suppliers, or anyone else in any area including procurement, distribution, stocking, display, or resale of products under any circumstances.

### **ACTIONS BY NAVRESSO**

NAVRESSO has advised all *Ship's Store Afloat Catalog* vendors and all contractors of the policy and prohibitions. NAVRESSO prepared and developed various signs for display in the ship's store to advise and remind all personnel and vendors of the policy. The ship's store officer must make sure these signs are posted in the ship's store office and any other appropriate area for observance by all ship's store personnel and vendors. Semiannually, the ship's store officer must review DOD standards of conduct with all ship's store personnel and remind local vendors and suppliers of these policies.

### **SECNAVINST 5370.2**

SECNAVINST 5370.2 implements and supplements DOD Directive 5500.7 of 15 Jan 1977 regarding the standards of conduct of personnel in the Department of Defense. This instruction prescribes required standards of ethical conduct governing all personnel of the Department of the Navy; related requirements that apply to all personnel in understanding and executing the standards of conduct; and responsibilities and procedures for monitoring and enforcing

compliance with the standards of conduct and related requirements within the Department of the Navy.

The contents of this instruction apply to all naval personnel and, when applicable, to retired naval personnel and members of the Reserve components. Noncompliance with this instruction may result in disciplinary or punitive action. Appropriate administrative measures must be taken to prevent and correct noncompliance to this instruction in a timely manner.

You should become familiar with the following terms because they are mentioned often during our discussion.

**Naval Personnel**—All civilian officers and employees and all active duty military personnel of the Department of the Navy, including special government employees and personnel of nonappropriated fund instrumentalities.

**Gratuity**—Any gift, favor, entertainment, hospitality, transportation, loan, any other tangible item, and any intangible benefit; for example, discounts, passes, and promotional vendor training given or extended to, or on behalf of, naval personnel or their spouses, minor children, or households, for which a fair market value is not paid by the recipient or the U.S. Government.

**Appropriate Supervisor**—Superior within the chain of command who knows the duties of the naval personnel concerned and can best determine whether a conflict of interest exists for such personnel. This person will ordinarily be the immediate superior of the person concerned. Each commanding officer and department head should make sure all personnel know who their appropriate supervisor is.

## **POLICIES GOVERNING THE CONDUCT OF NAVAL PERSONNEL**

Naval personnel must become familiar with the range of their authority and the limitations placed on them concerning activities for which they have responsibility. To do this, they must direct their attention to the prohibitions that apply to the conduct of naval personnel.

Naval personnel are prohibited from making or recommending any expenditures of funds or taking or recommending any action that is known to be a violation of U.S. laws, Executive orders, or applicable directives, instructions, or

regulations. If you are in doubt whether your proposed actions or decisions comply to the terms of regulation or law, you should consult legal counsel or, if appropriate, a standards of conduct counselor or deputy counselor to make sure your actions or decisions are the proper and lawful conduct of Navy programs and activities.

### **Conduct Prejudicial to the Government**

Conduct that is prejudicial to the government tends to injure or impair the attitude of the public toward the government. Whether specifically prohibited or not in this instruction, you should avoid any action that may be prejudicial to the government. Conduct prejudicial to the government might result in or reasonably be expected to create the appearance of the following:

- Using public office for private gains
- Giving preferential treatment to any person or entity
- Impeding government efficiency or economy
- Losing complete independence or impartiality
- Making a government decision outside official channels
- Adversely affecting the confidence of the public in the integrity of the government

### **Personal Judgment**

As stated earlier, all naval personnel must adhere strictly to the standards of conduct and related requirements. In some instances, standards are imposed that require you to exercise your own personal judgment. You must consider each of these instances carefully and prepare to account for the manner in which you judged the situation. This is particularly important in a situation that involves acceptance of hospitality or favors from another person or entity who do or are seeking to do business with the Department of Defense.

### **Dealing with Business and Industry Representatives**

No matter where you work or what position you hold, sooner or later you will deal with

business or industrial representatives. You must remember when doing so that you are representing the government in these business dealings, and you must make sure that while you handle them, you observe the highest ethical standards. Practices that may be acceptable in the business world may not be acceptable for naval personnel. Avoid placing yourself in the position in which a conflict of interest might arise or be suspected. Such a conflict of interest may arise or appear to arise when you accept gratuities or engage in any activity that would influence or reasonably be interpreted as influencing the strict impartiality that must be maintained in all business relationships involving the government. When these business relations become personal, it becomes difficult for you to maintain the impartiality required in your relations with business or industrial representatives. You should at all times make sure any person doing business or attempting to do business with the DOD, or representing such entities, does not try to gain favor or favorable acceptance from you. You should deny any offers for special treatment from such persons; follow the rule of strict impartiality when dealing with such persons in an official capacity. When you accept gratuities or favors from those who have or seek business dealings with the DOD, it may result in embarrassment to the department and to the naval personnel involved. It may also affect your judgment as the recipient and impair the judgment of the public on the way the government handles its business dealings. It must be stressed that prohibited conflicts and apparent conflicts of interest may sometimes arise even with relationships and transactions that the personnel involved may perceive as unimportant. When in doubt about the propriety of accepting gratuities, attending functions, or accepting other invitations of a hospitable nature, you must refrain.

### **Preferential Treatment**

In all your business dealings with other individuals or firms, special treatment must not be given unless equivalent treatment is also given to other individuals or firms who are justifiably entitled to such treatment.

### **ACQUIRING CONFLICTING FINANCIAL INTERESTS**

Naval personnel must avoid acquiring or retaining financial interest that would disqualify

them from performing their duties or responsibilities. The following are some of the more likely situations in which conflicts of interest might arise. Naval personnel have government duties or responsibilities related to business entities—

- with which they, their spouse, their minor children, or household members are associated with employees, officers, owners, directors, members, trustees, partners, advisors, or consultants;

- with which they, their spouse, minor children, or household members are negotiating or have arrangements for prospective employment; and

- in which they, their spouse, minor children, or household members have interest through ownership of stocks, bonds, securities, or other financial arrangements, such as trusts, or through participation in pension or retirement plans.

### **Membership in Associations**

Naval personnel who are members or officers of nongovernmental associations or organizations must avoid activities on behalf of the association or organization that are incompatible with their official government positions. SECNAVINST 5760.4 sets policy for the Department of the Navy regarding participation by naval activities and naval personnel in the activities of private associations.

### **Equal Opportunity**

Naval personnel should scrupulously adhere to the DOD program of equal opportunity regardless of race, color, religion, sex, age, or national origin, according to equal opportunity directives.

### **Reporting Suspected Violations**

Naval personnel who have information that causes them to believe someone has violated the standards of conduct should report such information to their appropriate supervisor. The matter will then be brought to the attention of the person concerned for a possible resolution without further command action unless the command determines that such communication is not likely to resolve the problem or will

adversely affect a proper investigation of the matter.

### **Resolving Violations**

The resolution of standards of conduct violations must be accomplished promptly by one or more measures, such as divestiture of conflicting interests, disqualification for particular assignments, changes in assigned duties, termination, or other appropriate action, as provided by statute or administrative procedures. Disciplinary actions must be taken according to established personnel procedures.

## **REGULATIONS GOVERNING THE CONDUCT OF NAVAL PERSONNEL**

As a Ship's Serviceman, you must be familiar with the regulations concerning your everyday conduct. In this section we will discuss the regulations governing the conduct of all naval personnel.

### **Affiliations and Financial Interest**

Naval personnel must not engage in any personal, business, or professional activity nor receive nor retain any direct or indirect financial interest that places them in a position of conflict between their private interests and the public interests of the United States related to the duties or responsibilities of their official positions. For the purpose of this prohibition, the private interests of a spouse, minor child, and any household member are treated as private interests of the naval personnel.

Unless otherwise expressly authorized by action taken under 18 USC 208(b), all naval personnel who have or acquire an affiliation or a financial interest that creates a conflict or appearance of a conflict with their official duties must report the possible disqualifying interest to the appropriate supervisor who will resolve the matter according to SECNAVINST 5370.2. If it is determined that the individual should be disqualified from participation in any official activities that are related to the conflicting interest, a formal disqualification notice must be sent to the concerned individual's appropriate supervisor and immediate subordinates. If the individual cannot adequately perform his or her official duties after such disqualification, he or she must discontinue such involvement or be removed from that position.

Naval personnel need not disqualify themselves under this section for holding shares of a widely held diversified mutual fund or regulated investment company. Such holdings are exempted as being too remote or inconsequential to affect the integrity of the services of government personnel.

### **Using Inside Information**

Naval personnel must not use, directly or indirectly, inside information to further a private gain for themselves or others if that information is not generally available to the public and was obtained by reason of their DOD positions.

### **Using Naval Positions**

Naval personnel must not use their official positions to induce, restrain, dominate, or in any manner unlawfully influence any person, including subordinates, to provide any benefit, financial or otherwise, to themselves or others.

### **Dealing with Present and Former Military and Civilian Personnel**

Naval personnel must not knowingly deal on behalf of the government with present or former government personnel, military or civilian, whose participation in the transaction would be in violation of a statute, regulation, or policy set forth in SECNAVINST 5370.2. While all applicable prohibitions are within the prohibitions of this paragraph, attention is directed to the prohibition on retired Regular officers selling to the government through the department in which they hold a retired status, 18 USC 281; the prohibition on former personnel acting as an agent or attorney for anyone other than the United States in connection with claims against the government, 18 USC 207; and the prohibition on paying appropriated funds to retired Regular officers who are selling to certain government agencies, 37 USC 801(c).

### **Commercial Soliciting by Naval Personnel**

To eliminate the appearance of coercion, intimidation, or pressure from rank, grade, or position, full-time naval personnel, except special government employees and Reserve enlisted personnel on active duty for training, are prohibited from making personal commercial solicitations or sales to DOD personnel who

are junior in rank or grade, at anytime, on or off duty.

This limitation includes, but is not limited to, the solicitation and sale of insurance, stocks, mutual funds, real estate, and any other commodities, goods, or services. This prohibition does not apply to the one-time sale by an individual of his or her own property or privately owned dwelling, or to the off-duty employment of naval personnel as employees in retail stores or other situations not including solicited sales.

In regard to solicitation by civilian personnel, the limitation applies only to solicitation of personnel under the supervision, at any level, of the solicitor.

### **Assignment of Reserve Personnel for Training**

Naval personnel who are responsible for assigning Reserves for training must not assign them to duties in which they will obtain information that could be used by them or their private sector employers to gain unfair advantage over civilian competitors.

### **Gratuities**

Except as discussed later in this section, naval personnel and their spouses, minor children, and members of their households must not solicit, accept, or agree to accept any gratuity for themselves, members of their families, or others, either directly or indirectly from, or on behalf of, a defense contractor. A defense contractor is a person or other entity that fulfills one or more of the following criteria:

- Is engaged in or seeks business or financial relations of any sort with any DOD component
- Conducts operations or activities that are either regulated by a DOD component or significantly affected by DOD decisions
- Has interests that may be substantially affected by the performance of the official duties of DOD personnel

This general prohibition does not apply to the situations below:

(1) The continued participation in employee welfare or benefit plans of a former employee when permitted by law and approved by the appropriate standards of conduct.

(2) The acceptance of unsolicited advertising or promotional items that are less than \$5 in retail value.

(3) Trophies, entertainment, prizes, or awards for public service or achievement or given in games or contests that are clearly open to the public or that are officially approved for naval personnel participation.

(4) Things available to the public (such as university scholarships covered by DOD Directive 1322.6 and free exhibitions by Defense contractors at public trade fairs).

(5) Discounts or concessions extended throughout the Navy and Marine Corps that are realistically available to all naval personnel.

(6) Participation by naval personnel in civic and community activities when the involvement of Defense contractors is remote from the business purposes of any contractor who is sponsoring, supporting, or participating in the activity (for example, participation in a little league or Combined Federal Campaign luncheon that is subsidized by a Defense contractor).

(7) Social activities engaged in by officers in command and other naval officials, or their representatives, with local civil leaders as part of community relations programs of the Department of the Navy according to SECNAVINST 5720.44.

(8) The participation of naval personnel in widely attended gatherings of mutual interest to government and industry, sponsored or hosted by industrial, technical, and professional associations (not by individual contractors), provided that they have been approved according to DOD Instruction 5410.20.

(9) Situations in which participation by naval personnel at public ceremonial activities of mutual interest to industry or local communities and the Department of the Navy serves the interest of the government and acceptance of the invitation is approved by the commanding officer or other head of the activity to which the invited personnel are attached.

(10) Contractor-provided transportation, meals, or overnight accommodations in connection with official business when arrangements for government or commercial transportation, meals, or accommodations are clearly impractical and the individual reports the circumstances in writing to his or her appropriate supervisor as soon as possible.

(11) Attendance at promotional vendor training sessions when the vendor's products or systems are provided under contract to DOD and

the training is to facilitate the use of those products or systems by naval personnel.

(12) Attendance or participation of naval personnel in gatherings, including social events such as receptions, that are hosted by foreign governments or international organizations, provided that the acceptance of the invitation is approved by the commanding officer or other head of the activity to which the invitee is attached or, when there is doubt as to the propriety of acceptance, by higher authority. (See SECNAVINST 1650.1 for further information pertaining to gifts from foreign governments.)

(13) Customary exchanges of gratuities between naval personnel and their friends and relatives or the friends and relatives of their spouses, minor children, or members of their household where the circumstances make it clear that it is that relationship rather than the business of the persons concerned that is the motivating factor for the gratuity and where it is clear that the gratuity is not paid for by any entity.

(14) Situations in which, in the sound judgment of the individual concerned or his or her superior, the government's interest will be served by naval personnel participating in activities otherwise prohibited. In any such case, a written report of the circumstances must be made by the individual or his or her appropriate supervisor in advance of acceptance or, when an advance report is not possible, within 48 hours after acceptance, to the appropriate supervisor, if he or she is not otherwise aware of the acceptance, and to the appropriate standards of conduct counselor or deputy counselor.

Naval personnel who receive gratuities, or have gratuities received for them in circumstances not in conformance with the standards of this section, must promptly report the circumstances to the appropriate supervisor for a determination as to the proper disposition. The appropriate supervisor must consult with the standards of conduct counselor or deputy counselor. Procedures with respect to recruit officer training command (ROTC) staff members are set forth in DOD Directive 1215.8.

#### **Receipts in Connection with Official Travel**

The acceptance of accommodations, subsistence, or services, furnished in kind, in connection with official travel from sources other than those prohibited from our previous discussion is authorized only when the individual

is to be a speaker, panelist, project officer, or other bona fide participant in the activity attended and when such attendance and acceptance is authorized by the order-issuing authority as being in the overall government interest.

Except as noted above, naval personnel may not accept personal reimbursement from any source for expenses incident to official travel, unless authorized by their commanding officer or the head of their activity, consistent with guidance by the appropriate standards of conduct counselor (pursuant to 5 USC 4111 or other authority). Rather, reimbursement must be made to the government by check payable to the Treasurer of the United States. Personnel will be reimbursed by the government according to regulations related to reimbursement. In no case may naval personnel accept reimbursement, either in kind or in cash, that is extravagant or excessive in nature.

When accommodations, subsistence, or services in kind are furnished to naval personnel by nongovernment sources, appropriate deductions must be reported and made in the travel per diem, or other allowance payable.

#### **Prohibitions of Contributions or Presents to Superiors**

Naval personnel must not solicit a contribution from other DOD personnel for a gift to an official superior, make a donation or a gift to an official superior, or accept a gift from other DOD personnel subordinate to themselves. This requirement, however, does not prohibit gifts or contributions of nominal value on special occasions, such as marriage, illness, transfer, or retirement, provided any gifts acquired with such contributions do not exceed a reasonable value.

#### **Use of Government Facilities, Property, and Manpower**

Naval personnel must not directly or indirectly use, take, dispose of, or allow the use, taking, or disposing of, government property leased to the government, for other than officially approved purposes. Government facilities, property, and manpower (such as stationery, stenographic and typing assistance, Mimeograph, and chauffeur services) must be used only for official government business. Naval personnel have a positive duty to protect and conserve government property. These provisions do not prevent the use of government facilities for approved activities

in furtherance of naval community relations, provided they do not interfere with military missions or government business. See SECNAV-INST 5720.44 for community relations guidance.

### **Use of Civilian and Military Titles or Position in Connection with Commercial Enterprise**

All naval personnel, except special government employees, are prohibited from using their grade, rank, title, or position in connection with any commercial enterprise or in endorsing any commercial product. This does not prevent author identification for materials published according to DOD procedures. A commercial enterprise is any entity that engages in activities that produce income as defined in Int. Rev. Code of 1954 61, and that has not been exempted from paying income taxes pursuant to Int. Rev. Code of 1954, 501(a).

All retired military personnel and all members of Reserve components, not on active duty, are permitted to use their military titles in connection with commercial enterprises, provided that they indicate their Inactive Reserve or Retired status. If, however, such use of military titles in any way casts discredit on the Department of the Navy or the Department of Defense or gives the appearance of sponsorship, sanction, endorsement, or approval by the Department of the Navy or the Department of Defense, it is prohibited. In addition, commanders of overseas installations may further restrict the use of titles including use by retired military personnel and members of Reserve components, not on active duty, in overseas areas.

### **Outside Employment of DOD Personnel**

Naval personnel must not engage in outside employment or other outside activity, with or without compensation, that interferes with, or is not compatible with, the performance of their government duties, that may reasonably be expected to bring discredit on the government or the Department of the Navy, or is otherwise inconsistent with the requirements of this instruction, including the requirements to avoid actions and situations that reasonably can be expected to create the appearance of conflicts of interests.

Enlisted naval personnel on active duty may not be ordered or authorized to leave their post to engage in a civilian pursuit, business, or

professional activity if it interferes with the customary or regular employment of local civilians in their art, trade, or profession.

Active duty Regular officers of the Navy and Marine Corps may not be employed by any person furnishing naval supplies or war materials to the United States. If such an officer is so employed, his or her entitlement to pay ceases for so long as he or she is so employed.

Off-duty employment of military personnel by an entity involved in a strike is permissible if the person was on the payroll of the entity before the beginning of the strike and if the employment is otherwise in conformance with the provisions of this instruction. After a strike begins and while it continues, no military personnel may accept employment by that involved entity at the strike location.

Naval personnel are encouraged to engage in teaching, lecturing, and writing. Naval personnel, however, must not, either for or without compensation, engage in activities that are dependent on information obtained as a result of their government employment, except when the information has been published or is generally available to the public, or it will be made generally available to the public and the official authorized to release such information to the public gives written authorization for the use of nonpublic information on the basis that the use is in the public interest.

Civilian Presidential appointees in the Department of the Navy must not receive compensation or anything of monetary value for any consultation, lecture, discussion, writing, or appearance, the subject matter of which is devoted substantially to naval responsibilities, programs, or operations or that draws substantially from official material that has not become part of the body of public information.

### **Gambling, Betting, and Lottery**

While on government owned, leased, or controlled property, otherwise while on duty for the government, naval personnel must not participate in any gambling activity, including a lottery or pool, a game for money or property, or the sale or purchase of a number slip or ticket. The only exceptions are for activities that have been specifically approved by the Secretary of the Navy.



## **Indebtedness**

Naval personnel must pay their just financial obligations in a timely manner, particularly those imposed by laws (such as federal, state, and local taxes), so that their indebtedness does not adversely affect the government as their employer. The Department of the Navy is not required to determine the validity or amount of disputed debts.

## **RESPONSIBILITIES FOR ACTIONS**

The basic responsibility for complying with the requirements of this instruction rests with individual personnel concerned, but the primary responsibility for ensuring such compliance must rest with officers exercising command or similar authority over personnel. Each commanding officer or head of a command, a bureau, an office, or an activity is specifically responsible for the following actions:

- Review applicable information contained in SECNAVINST 5370.2 to all naval personnel within his or her organization at least semi-annually, in a manner that will ensure familiarity and compliance with the pertinent provisions of this instruction by all personnel. (This is a continuing requirement and is in addition to the initial briefing required.)

- Establish and execute the procedures and controls established in this instruction so that all naval personnel within the organization who are required to file confidential statements of affiliations and financial interests (DD Form 1555) do file them in a timely manner, and that such statements are promptly and carefully reviewed.

- Make determinations pursuant to SECNAVINST 5370.2 and 18 USC 208(b) with respect to disqualification of personnel within the organization from performing duties in which they have conflicts or apparent conflicts of interests.

- Make sure reservists detailed to perform active duty for training at the organization are assigned duties that will minimize the possibility that they may obtain information that could be used by them or their employers to gain an unfair advantage over civilian competitors.

- Receive and take prompt and appropriate action on reports concerning acceptance of gratuities or other violations of SECNAVINST 5370.2 or related statutes by personnel within the organization.



## **APPENDIX III**

# **REFERENCES**

### **Chapter 1**

*Ships Store Afloat*, NAVSUP P-487, Chapter 1, Revision 3, Naval Supply Systems Command, Washington, DC.

*Terminal User's Guide* (TUG), Sections 1 through 5, Navy Management Systems Support Office, Norfolk, VA.

### **Chapter 2**

*Ships Store Afloat*, NAVSUP P-487, Chapters 1, 3, 4, 5, 6, 7, and 9 and Appendix C, Revision 3, Naval Supply Systems Command, Washington, DC.

*Ships Store Afloat Handbook*, NAVRESSO Publication 17, Chapter 1, Parts 3, 4, 5, and 6, Navy Resale and Services Support Office, Staten Island, NY.

*Terminal User's Guide* (TUG), Section 2, 5.4 through 5.20, and Appendix C, Navy Management Systems Support Office, Norfolk, VA.

### **Chapter 3**

*Ships Store Afloat*, NAVSUP P-487, Chapter 2, Revision 3, Naval Supply Systems Command, Washington, DC.

*Ships Store Afloat Handbook*, NAVRESSO Publication 17, Chapter 1, Part 8, Navy Resale and Services Support Office, Staten Island, NY.

*Terminal User's Guide* (TUG), Section 5.11, Navy Management Systems Support Office, Norfolk, VA.

### **Chapter 4**

*Navy Safety Precautions For Forces Afloat*, OPNAVINST 5100.19, Chapter 2, Office of the Chief of Naval Operations, Washington, DC.

*Ships Store Afloat*, NAVSUP P-487, Chapters 3, 4, 5, and 6, Revision 3, Naval Supply Systems Command, Washington, DC.

*Ships Store Afloat Handbook*, NAVRESSO Publication 17, Chapter 1, Parts 2, 3, 4, 5, 9, and 10, Navy Resale and Services Support Office, Staten Island, NY.

*Storage and Materials Handling*, DOD Instruction 4145.19-12-1, Department of Defense, Washington, DC.

*Terminal User's Guide* (TUG), Sections 5.4, 5.7, 5.14, and 5.15, Navy Management Systems Support Office, Norfolk, VA.

## Chapter 5

*Ships Store Afloat*, NAVSUP P-487, Chapter 7, Revision 3, Naval Supply Systems Command, Washington, DC.

*Ships Store Afloat Handbook*, NAVRESSO Publication 17, Chapter 1, Part 6, Navy Resale and Services Support Office, Staten Island, NY.

*Terminal User's Guide* (TUG), Section 5.17, Navy Management Systems Support Office, Norfolk, VA.

## Chapter 6

*Ships Store Afloat*, NAVSUP P-487, Chapter 9, Revision 3, Naval Supply Systems Command, Washington, DC.

*Ships Store Afloat Handbook*, NAVRESSO Publication 17, Chapter 1, Part 11, Navy Resale and Services Support Office, Staten Island, NY.

*Terminal User's Guide* (TUG), Sections 5.13 and 5.14, Navy Management Systems Support Office, Norfolk, VA.

## Chapter 7

*Laundry/Dry-Cleaning Productivity Standards*, Ship's Store Reporter 86-001, Navy Resale and Services Support Office, NY.

*Shipboard Habitability Program*, OPNAVINST 9640.1, Office of the Chief of Naval Operations, Washington, DC.

*Ships Store Afloat*, NAVSUP P-487, Chapter 2 and Appendix D, Revision 3, Naval Supply Systems Command, Washington, DC.

*Ships Store Afloat Handbook*, NAVRESSO Publication 17, Chapter 2, Part 1, Navy Resale and Services Support Office, Staten Island, NY.

# INDEX

## A

Accident cost, 4-11  
Accidents, causes of, 4-11 to 4-12  
Accounting for cash collected, 3-9 to 3-15  
After inventory, 6-5 to 6-14  
Automated records, 1-1 to 1-6

## C

Cash collection agent, 3-1  
Cash collection errors, common, 3-16 to 3-18  
Cash collection procedures, 3-6 to 3-9  
Cash collection, responsibility for, 3-1  
Cash collections, 3-1 to 3-18  
    accounting for cash collected, 3-9 to 3-15  
        accounting for money in the dollar  
        bill changer, 3-15  
    Cash Receipt Book, NAVSUP Form 470, 3-9  
    Cash Register Record, NAVSUP Form 469, 3-9 to 3-13  
    closeout of the NAVSUP Form 469, 3-13  
    daily review of the cash register record, NAVSUP Form 469, 3-13  
    daily review of the NAVSUP Form 469 for vending machines, 3-13 to 3-14  
    cash collection, responsibility for, 3-1  
        cash collection agent, 3-1  
        sales outlet operator, 3-1  
    cash collection procedures, 3-6 to 3-9  
        frequency of collections, 3-7  
        dollar bill changer, 3-7  
        vending machines and amusement machines, 3-7  
    methods of collecting cash, 3-7 to 3-8  
        delivery by the sales outlet operator, 3-7  
        moneybags, 3-7 to 3-8  
        night depository safe, 3-8

## Cash collections—Continued

    cash collection procedures—Continued  
        vending machine coin box, 3-8 to 3-9  
        night deposits, 3-8 to 3-9  
        using self-locking money coin boxes, 3-8  
    cash from sales, 3-1 to 3-5  
        bulk sales, 3-2 to 3-3  
        cash registers, 3-2  
            cash collection agent safe, 3-2  
            cash register keys, 3-2  
            cash register tapes, 3-2  
        group sales, 3-2  
        overrings and underrings, 3-4  
        refunds, 3-3  
        returned personal checks, 3-4 to 3-5  
    change funds, 3-5 to 3-6  
        change fund shortages, 3-6  
        retail store change fund, 3-6  
        vending machine change funds, 3-6  
    deposits with the disbursing officer, 3-15 to 3-18  
        cash sales invoice, 3-16  
        common cash collection errors, 3-16 to 3-18  
        review by the ship's store officer, 3-15 to 3-16  
Cash from sales, 3-1 to 3-5  
Cash Receipt Book, NAVSUP Form 470, 3-9  
Cash Register Record, NAVSUP Form 469, 3-9 to 3-13  
Cash registers, 3-2  
Cash sales invoice, 3-16  
Cash, methods of collecting, 3-7 to 3-8  
Closeout procedure for the NAVSUP Form 235, 6-19 to 6-23  
Cost of operation issues, 5-9 to 5-11  
Credit invoices, 6-6  
Credit memorandum log, 2-21

## D

Damage to laundered items, 7-8 to 7-14  
Danger areas in material handling, 4-12 to 4-13

- Data file query, 2-32 to 2-33
- Department codes, 2-31
- Disbursing officer, deposits with the, 3-15 to 3-18
- Discrepancy list for the bulk storeroom, 6-18
- Disposition of records, logs, and returns, 2-33
- Distribution of the inventory count sheets in manual records, 6-6
- Distribution of the inventory count sheets in ROM procedures, 6-6

## E

- Emblematic items, 5-6 to 5-7
- Expenditure log, 2-20

## F

- Filing and distribution of receipts from other supply officers, 4-23 to 4-25
- Filing and distribution of receipts from purchase, 4-25 to 4-27
- Filing and posting, 2-33

## G

- Gains or losses, 6-23
- Glossary, AI-1 to AI-5

## H

- Health and comfort issues, 5-1 to 5-3

## I

- Inventories, spot, 6-11
- Insignia, 5-7
- Inventory, 6-1 to 6-26
  - after inventory, 6-5 to 6-14
  - credit invoices, 6-6
  - distribution of the inventory count sheets in manual records, 6-6
  - distribution of the inventory count sheets in ROM procedures, 6-6
  - inventory extensions in manual recordskeeping, 6-6 to 6-8
  - inventory extensions in ROM procedures, 6-8

## Inventory—Continued

- after inventory—Continued
  - inventory summary sheets/affidavit in manual recordskeeping, 6-8 to 6-10
  - inventory summary sheets/affidavit in ROM procedures, 6-11
  - inventory, other types of, 6-11
  - price line inventory, 6-11 to 6-14
    - balancing the NAVSUP Form 235, 6-14
    - counting and recording, 6-13
    - distribution, 6-14
    - inventory affidavit, 6-13 to 6-14
    - inventory pattern, 6-13
  - spot inventories, 6-11
    - accounting for adjustments, 6-11 procedures, 6-11
  - verification of bulk storeroom counts in manual recordskeeping, 6-5 to 6-6
  - verification of bulk storeroom counts in ROM procedures, 6-6
- closeout of the stock records, 6-14 to 6-26
  - accounting for gains or losses, 6-24 to 6-26
    - ship's store stock, 6-24
    - standard Navy clothing stock, 6-24 to 6-26
  - actions taken for excessive differences, 6-23 to 6-24
    - disproportionate difference, 6-24
    - reporting differences, 6-24
  - closeout of the ship's store afloat
  - financial control record, 6-19
  - closeout procedure, 6-19 to 6-23
    - can drink vending machines entry, 6-22
    - cost of operation entry, 6-22 to 6-23
    - cup-type drink vending machines entry, 6-22
    - difference entry, 6-19 to 6-21
    - inventory carried forward entry, 6-19
    - other than drink vending machines entry, 6-22
    - retail store entry, 6-22
    - sales entry, 6-19
    - snack bar manufactured items entry, 6-22
    - snack bar retail items entry, 6-22
    - standard Navy clothing store entry, 6-22

Inventory—Continued

- closeout of the stock records—Continued
  - closeout procedure—Continued
    - subtotal entry, 6-19
    - total entry, 6-22
  - cost item stock record, 6-17
  - discrepancy list, 6-18
  - gains or losses, 6-23
  - reviews, 6-17 to 6-18
- inventory periods, 6-1 to 6-4
- preparing for inventory, 6-2 to 6-4
  - arranging stock, 6-2
  - assigning personnel, 6-2
  - entries on records, 6-2 to 6-4
  - layout sketch, 6-2
  - local instructions, 6-2
- physical inventory, 6-1

Inventory extensions in manual recordskeeping, 6-6 to 6-8

Inventory extensions in ROM procedures, 6-8

Inventory periods, 6-1 to 6-4

Inventory procedures, 6-4 to 6-5

- ROM inventory procedures, 6-5
- two-count system, 6-5
  - reconciliation of first and second counts, 6-5
  - security during inventory, 6-5

Inventory summary sheets/affidavit in manual recordskeeping, 6-8 to 6-10

Inventory summary sheets/affidavit in ROM procedures, 6-11

Inventory, other types of, 6-11

Inventory, preparing for, 6-2 to 6-4

Inventory, price line, 6-11 to 6-14

Issues, 5-1 to 5-11

- cost of operation issues, 5-9 to 5-11
- health and comfort issues, 5-1 to 5-3
- issues for burial of the dead, 5-3
- issues to Marine Corps personnel, 5-2 to 5-3
- issues to merchant ship in distress, 5-3
- issues to personnel in a nonpay status, 5-2
- issues to personnel in a pay status, 5-1 to 5-2
- issues to survivors of marine and aircraft disasters, 5-3
- issues to ship's use (OPTAR), 5-6 to 5-9
  - accounting for issues to ship's use, 5-7 to 5-8
  - clothing, 5-7
  - distributing issues to ship's use, 5-8
  - emblematic items, 5-6 to 5-7
  - emblematic T-shirts, 5-6
  - plaques, 5-6 to 5-7

Issues—Continued

- issues to ship's use (OPTAR)—Continued
  - insignia, 5-7
  - posting issues to ship's use, 5-8 to 5-9
  - ship's store stock, 5-6
- issues to the general mess, 5-4 to 5-6

Issues for burial of the dead, 5-3

Issues to Marine Corps personnel, 5-2 to 5-3

Issues to merchant ships in distress, 5-3

Issues to personnel in a nonpay status, 5-2

Issues to personnel in a pay status, 5-1 to 5-2

Issues to ship's use (OPTAR), 5-6 to 5-9

Issues to ship's use, accounting for, 5-7 to 5-8

Issues to ship's use distributing, 5-8

Issue to ship's use, posting, 5-8 to 5-9

Issues to survivors of marine and aircraft disasters, 5-3

Issues to the general mess, 5-4 to 5-6

## J

Journal of Expenditures, NAVSUP Form 978, 2-13 to 2-14

## L

Laundry scheduling and quality assurance, 7-1 to 7-14

- damage to laundered items, 7-8 to 7-14
  - damage to clothing during pressing, 7-14
  - damage to clothing during the drying cycle, 7-13
  - damage to clothing during the receiving process, 7-8 to 7-9
  - damage to clothing on the wash deck, 7-9 to 7-13
    - sour, 7-9 to 7-13
    - starch, 7-13
    - two-shot detergent, 7-9
  - laundry dryer fires, 7-13
- ship's laundry, 7-1 to 7-8
  - equipment production standards, 7-2
  - ideal laundry schedule, 7-4 to 7-8
  - past records, 7-2 to 7-4
  - processing standards, 7-2
  - size and competence of laundry crew, 7-2

Laundry scheduling worksheet, 7-4 to 7-6

## M

Maintenance file, 4-16  
Manual handling, 4-10 to 4-11  
Materials-handling equipment, 4-6 to 4-10  
Material receipt, 4-1 to 4-2

## N

Navy wash formula I, 7-10  
Navy wash formula II, 7-11  
Navy wash formula III, 7-12

## P

Personal checks, returned, 3-4 to 3-5  
Physical inventory, 6-1  
Processing receipts in combined responsibility,  
4-20 to 4-22  
Purchase order and requisition logs, 4-20  
Purchase order log, 2-20

## R

Receipt documents, 4-16 to 4-19  
Receipt inspection procedures, 4-3 to 4-6  
Receipt of incoming stock, 4-1 to 4-27  
    file maintenance, 4-16  
    material receipt, 4-1 to 4-2  
        methods of receiving, 4-1  
        planning and preparation for  
        receipts, 4-2  
        personnel assignment, 4-2  
        ship's store records, 4-2  
        storerooms, 4-2  
    types of receipts, 4-1 to 4-2  
        receipts from purchase, 4-2  
        receipts from other supply  
        officers, 4-1 to 4-2  
receipt documents, 4-16 to 4-19  
    extending receipts, 4-16 to 4-18  
    journal of receipts, 4-18 to 4-19  
receipt inspection procedures, 4-3 to 4-6  
    accepting receipts, 4-4 to 4-5  
        accepting receipts from other  
        supply officers, 4-4  
        accepting receipts from  
        purchase, 4-4  
    day of receipt, 4-3  
    dummy receipts, 4-6  
    receipt of stock by other ship's store  
    activities, 4-6

Receipt of incoming stock—Continued  
    receipt inspection procedures—Continued  
        receipts of stock by the bulk  
        storeroom custodian, 4-6  
        weather conditions, 4-3 to 4-4  
safety, 4-11 to 4-16  
    accident cost, 4-11  
    causes of accidents, 4-11 to 4-12  
        attitude, 4-12  
        carelessness, 4-12  
        inexperience, 4-12  
    danger areas, 4-12 to 4-13  
    safe materials-handling practices,  
    4-13 to 4-16  
stock records, 4-19 to 4-27  
    filing and distribution of receipts  
        from other supply officers, 4-23 to  
        4-25  
    filing and distribution of receipts  
        from purchase, 4-25 to 4-27  
    partial shipments, 4-22 to 4-23  
    processing receipts in combined  
    responsibility, 4-20 to 4-22  
        extensions in combined operations,  
        4-20 to 4-22  
        stock record in combined opera-  
        tions, 4-22  
    purchase order and requisition logs,  
    4-20  
    receipts directly into the sales outlet,  
    4-23  
    receipts directly into the service  
    activity, 4-23  
    receipts from other appropriations,  
    4-23  
stowage and material handling, 4-6 to  
4-11  
    manual handling, 4-10 to 4-11  
    materials-handling equipment, 4-6 to  
    4-10  
        conveyors, 4-9 to 4-10  
        forklift trucks, 4-8 to 4-9  
        hand trucks, 4-9  
        ladder chute, 4-10  
        pallet trucks, 4-9  
        pallets, 4-7 to 4-8  
Receipt of stock by other ship's store  
    activities, 4-6  
Receipt, day of, 4-3  
Receipts directly into the sales outlet, 4-23  
Receipts directly into the service activity, 4-23  
Receipts from other appropriations, 4-23  
Receipts of stock by the bulk storeroom  
    custodian, 4-6  
Receipts, dummy, 4-6

- Receipts, extending, 4-16 to 4-18
- Receipts, journal of, 4-18 to 4-19
- Receipts, planning and preparation for, 4-2
- Receipts, types of, 4-1 to 4-2
- Receiving, methods of, 4-1
- References, AIII-1 to AIII-2
- Refunds, 3-3
- Requisition log, 2-20
- Resale operations accounting and appropriation data, 2-29 to 2-30
- Resale operations constants file, the, 2-26 to 2-31
- Resale operations constants accounting period screen, 2-27 to 2-29
- Resale operations store numbers and name, 2-30 to 2-31
- ROM files, 2-1
- ROM inventory procedures, 6-5
- ROM system, implementation of the, 1-1
- ROM system, master menu, 1-5
- ROM system, the, 1-2 to 1-6

## S

- Safe materials-handling practices, 4-13 to 4-16
- Safety, 4-11 to 4-16
- Sales outlet operator, 3-1
- Sales, bulk, 3-2 to 3-3
- Sales, group, 3-2
- Security of the ROM system, 1-2
- Ship's store afloat financial control record, closeout of the, 6-19
- Ship's store files, 2-1 to 2-33
  - data file query, 2-32 to 2-33
  - disposition of records, logs, and returns, 2-33
  - filing and posting, 2-33
    - resale operations constants file, the, 2-26 to 2-31
  - department codes, 2-31
  - resale operations accounting and appropriation data, 2-29 to 2-30
  - resale operations constants accounting period screen, 2-27 to 2-29
  - resale operations store numbers and name, 2-30 to 2-31
- ROM files, 2-1
- stock record files, 2-21 to 2-26
  - preparing the stock record, 2-22 to 2-25
  - using the stock record, 2-25 to 2-26
  - using the stock record in combined responsibility, 2-26

- Ship's store files—Continued
  - ship's store logs, 2-20 to 2-21
    - credit memorandum log, 2-21
    - expenditure log, 2-20
    - purchase order log, 2-20
    - requisition log, 2-20
  - SSA files, 2-1 to 2-19
    - file SSA-1, 2-2 to 2-4
      - preparing the NAVSUP Form 235, 2-2
      - using the NAVSUP Form 235, 2-2 to 2-4
      - using the NAVSUP Form 235 in combined responsibility, 2-4
    - file SSA-2, 2-4 to 2-8
      - NAVSUP Form 973, 2-6 to 2-8
      - NAVSUP Form 980, 2-4 to 2-6
    - file SSA-3, 2-8 to 2-13
      - Journal of Receipts, NAVSUP Form 977, 2-8 to 2-10
      - monthly transmittal, 2-13
      - using the NAVSUP Form 977, 2-11 to 2-13
    - files SSA-4 and SSA-5, 2-15 to 2-17
      - processing the transmittal, 2-15 to 2-17
      - separation, 2-15
      - transmitting receipts, 2-15
    - file SSA-6, 2-17
    - file SSA-7, 2-17
    - file SSA-8, 2-17
    - file SSA-9, 2-17
    - file SSA-10, 2-17
    - file SSA-11, 2-17
      - ROM purchase order listing report, the, 2-18
      - ROM outstanding purchase order report, the, 2-17
      - subfile SSA-11A, 2-17
      - subfile SSA-11B, 2-17
      - subfile SSA-11C, 2-17
    - file SSA-12, 2-18
    - file SSA-13, 2-18
    - file SSA-14, 2-18
    - file SSA-15, 2-18
    - file SSA-16, 2-18
    - files SSA-17 and SSA-18, 2-18
    - file SSA-19, 2-18
    - file SSA-20, 2-19
    - file SSA-21, 2-19
    - file SSA-22, 2-19
    - file SSA-23, 2-19
    - file SSA-24, 2-19

- Ship's store automation, 1-1 to 1-6
  - automated records, 1-1 to 1-6
  - implementation of the ROM system, 1-1
  - ROM system, the, 1-2 to 1-6
    - logging off the ROM system, 1-5
    - maintaining the ROM system, 1-5 to 1-6
    - operating the ROM, 1-3
    - ROM function keys, 1-4 to 1-5
    - ROM system screens and screen information, 1-3 to 1-4
  - security, 1-2
- Ship's store logs, 2-20 to 2-21
- Ship's store officer, review by the, 3-15 to 3-16
- Ship's store stock, 5-6
- Standards of conduct, AII-1 to AII-8
- Stock record, cost item, 6-17
- Stock record files, 2-21 to 2-26
- Stock record in combined responsibility, using the, 2-26
- Stock record, preparing the, 2-22 to 2-25
- Stock record, using the, 2-25 to 2-26
- Standards of conduct, AII-1 to AII-8
- Stock record, cost item, 6-17
- Stock records, 4-19 to 4-27
- Stock records, closeout of the, 6-14 to 6-26
- Stowage and material handling, 4-6 to 4-11
- Supervisory materials-handling guide, 4-14 to 4-15

## V

- Vending machine coin box, 3-8 to 3-9
- Verification of bulk storeroom counts in manual recordskeeping, 6-5 to 6-6
- Verification of bulk storeroom counts in ROM procedures, 6-6

## W

- Weather conditions, 4-3 to 4-4



